

Norfolk County Retirement Board

Approved October 18, 2003

These regulations are enacted as recognition by the Norfolk County Retirement Board (the "NCRB") of the importance of continuing education for itself and staff, the need for informed decision-making by the Retirement Board Members, and the need for a broader public pension perspective, and shall be applicable to Board and staff members.

These regulations shall be interpreted so as to ensure that travel is related to the business of the NCRB, expenses incurred are reasonable, necessary and directly related to authorized travel, and that at all times travel should be in the most reasonable cost-effective manner and mode possible.

1.0

Authorization for Travel

- 1.1 In advance of travel, requests for travel authorization shall be submitted to the NCRB on a *Travel Authorization Form*, attached hereto as Exhibit A. Whenever possible, brochures, agendas, itineraries or any documents detailing the program requiring the travel shall be presented to the NCRB with the request for travel authorization.
- 1.2 Requests for travel by Board Members and staff shall be placed on a NCRB meeting agenda, discussed in open session, and approved by a majority of The NCRB members present and voting. Any such vote shall be duly recorded in the minutes of the meeting.
- 1.3 The NCRB recognizes that there may be instances, due to the scheduling of NCRB meetings and the time of travel, where such advance approval by the NCRB may be impossible. In such instances, the Chairman of The NCRB may authorize the travel, provided the *Travel Authorization Form* and supporting documentation consistent with these regulations is submitted to the NCRB as soon as practicable and voted upon in accordance with section 1.2 above.

2.0

Payment of Conference/Seminar/Program Registration Fees

- 2.1 Payments for conference, seminar and program registration fees shall be made directly by the NCRB staff on behalf of members.
- 2.2 Notwithstanding the provisions of section 2.1, payment for conference, seminar and program registration fees for spouses/guests of Board and staff members shall not be reimbursed by the NCRB and shall be paid directly by the Board Members or staff members.

3.0

Vehicle Travel

- 3.1 Personal Vehicle Usage -The NCRB recognizes that Board Members and Retirement Board staff may use personal vehicles for authorized travel to conference/seminars/programs.

- 3.2 Mileage -Board and staff members shall be reimbursed for mileage for personal vehicle use for authorized travel at rates established and permitted by the Internal Revenue Code.
- 3.3 “Wear and Tear” -The NCRB will not reimburse or otherwise compensate Board Members or Board staff for “wear and tear” on personal vehicles or for any damage to personal vehicles incurred or caused while traveling in the course of Retirement Board business.
- 3.4 Accidents or Damage -The NCRB shall not indemnify, defend or accept liability for any action or failure to act by any Board Member or staff that causes or contributes to the cause of any accident involving, or damage to, vehicles of Board or staff members or any other vehicles.
- 3.5 Parking/Traffic Violations, Fines -The NCRB shall not reimburse for or pay fines or other expenses incurred by Board or staff members as a result of traffic violations while on NCRB approved travel or business. Board and staff members shall be personally liable for any such violations and related fees.
- 3.6 Parking Expenses -Board and staff members shall be reimbursed for parking expenses and toll charges related to or occasioned by authorized attendance at conferences, seminars and programs upon submission of original receipts for such parking expenses and/or toll charges.
- 3.7 Cab Fare -Board and staff members shall be reimbursed for taxi fares and reasonable gratuities related to or occasioned by authorized attendance at conferences, seminars and programs upon submission of original receipts for such taxi fares. Taxi fares for personal trips while in attendance at conferences, seminars and programs shall not be reimbursed by the NCRB.
- 3.8 Car Rental -Requests for car rentals shall be so noted on the *Travel Authorization Form*. Rentals shall be authorized only if the source of the rental is a national rental agency, if the vehicle rental is classified as mid-size or less, and upon acceptance of optional insurance coverage. Rental arrangements shall be made by Retirement Board staff, but it is the responsibility of the traveling Board or staff member to ensure that the rate charged is the rate negotiated by the staff member. Any motor vehicle accidents that occur while a Board Member or staff is using a rental car during authorized travel shall be reported as soon as possible, in writing, to appropriate authorities, with copies of such reports provided to the NCRB.
- 3.9 The NCRB shall not reimburse Board or staff members for any vehicle costs incurred or occasioned by a spouse, relative, friend or other individual accompanying a Board or staff member on authorized travel.

4.0

Airline/Bus/Train Travel

- 4.1 Reservations -Airline, bus and train travel reservations shall be made when ever possible by NCRB staff members; however, Board and staff members

shall be permitted to make necessary reservations for authorized travel. In either event, it is the responsibility of the traveling Board or staff member to ensure that the fare charged is that negotiated.

4.2 Payment -Where NCRB staff has made and confirmed airline, bus or travel reservations, payment shall be made directly by NCRB staff. Where Board Members and staff have made airline reservations and purchased tickets, whether by credit card or check, the Board or staff member shall be reimbursed for the cost of the ticket.

4.3 Requests for reimbursement shall be made on the *Authorized Travel Reimbursement Form*, attached hereto as Exhibit B. which shall be signed under the pains and penalties of perjury, and with which shall be submitted original itemized receipts for all expenses. The *Authorized Travel Reimbursement Form* shall be submitted no later than thirty (30) days from the last day of the authorized travel, and no sooner than the day following the last day of authorized travel.

Payment or reimbursement by the NCRB for airline club memberships is prohibited.

4.4 Airline/Bus/Train Itineraries -When submitting the required *Travel Authorization Form*, Board and staff members shall indicate on said form whether the air flight, bus or train travel will be direct or will include stopovers, layovers or transfers. A Board or staff member may plan for stopovers, layovers or transfers for purposes unrelated to the authorized travel, provided such stopover, layover or transfer does not increase the cost of the travel in excess of what it would be otherwise. If there is an increase in the cost, the Board or staff member shall be responsible for the additional cost.

4.5 Rates -Airline, bus and train travel reservations shall be made at the lowest fare possible, coach class or equivalent possible, in consideration of reasonable departure and arrival times and travel itineraries.

4.6 The NCRB shall not reimburse Board or staff members for transportation costs incurred or occasioned by a spouse, relative, friend or other individual accompanying a Board or staff member on authorized travel.

5.0

Meals

5.1 The NCRB shall not reimburse Board and staff members for meals when Board and staff members are attending seminars, conferences and programs of a duration of one day or less, or when attendance at a seminar, conference or program longer than one day does not include an overnight stay.

5.2 The NCRB may reimburse Board and staff members for the cost of meals and related gratuities necessitated by attendance at seminars, conferences and programs involving an overnight stay. In such cases, requests for

reimbursements shall be made on the Authorized Travel Reimbursement Form, shall include original itemized receipts, and shall be submitted no later than thirty (30) days from the date of the meal.

- 5.3 The maximum daily reimbursable amount for the cost of meals for Board and staff members while on authorized overnight travel shall be \$60.00 per person, including gratuities.
- 5.4 The NCRB may authorize reimbursement for expenses for non-Board and staff members eating with Board and staff members. In such cases, requests for reimbursements shall be made on Authorized Travel Reimbursement Form, which shall be signed under the pains and penalties of perjury, and with which shall be submitted original itemized receipts for all expenses. The *Authorized Travel Reimbursement Form* shall be submitted no later than thirty (30) days from the date of the meal. Reimbursement may be made only for meal meetings for purposes related to NCRB business.
- 5.5 Notwithstanding sections 5.1 through 5.4, the NCRB may not reimburse Board and staff members for meals for spouses, relatives or friends or other individuals accompanying a Board or staff member on authorized travel.
- 5.6 Reimbursement for meals shall not include reimbursement for alcoholic beverages.
- 5.7 Notwithstanding sections 5.1 through 5.4, when the registration fee for a conference, seminar or program includes meals, Board and staff members shall not be reimbursed for any meal so provided, e.g. if the program includes breakfast and lunch on a particular day, Board Members and staff shall not be reimbursed for any breakfast or lunch meal for the day the meals are provided.

6.0 Lodging

- 6.1 Reservations -Lodging reservations shall be made whenever possible by NCRB staff members; however, Board and staff members shall be permitted to make necessary reservations for authorized travel. In either event, it is the responsibility of the traveling Board or staff member to ensure that the rate charged is the rate negotiated.
- 6.2 Rates -Lodging shall be at the lowest government or business rate possible, and in the case of conferences, seminars and programs, at the rate generally available to attendees of such events.
- 6.3 Lodging Itineraries -When submitting the required *Travel Authorization Form*, Board and staff members shall indicate on said form the dates of overnight stay. Overnight stays shall be permitted for the night preceding the beginning date of the program, conference or seminar, and the night of the last day of the program, conference or seminar. Board or staff members may plan for additional nights of lodging provided such additional nights do not increase the cost of the travel in excess of what it would be otherwise, e.g. if an additional night stay results in a lower cost air, bus or train fare,

and the savings in air, bus or train fare is greater than the cost of an additional night of lodging, then the additional night lodging is permitted and will be paid for or reimbursed by the NCRB.

6.4 Miscellaneous Lodging Costs -The NCRB shall not reimburse Board or staff members for personal expenses incurred while on authorized travel. Such personal expenses shall include in-room movies, mini-bar charges, room service, gym fees, entertainment or recreational expenses, and laundry and dry-cleaning. In the case where a Board or staff member's luggage is lost by the air, bus or train transportation provider, the Board or staff member may utilize laundry and dry-cleaning services at the place of lodging and be reimbursed for same for the period of time until the luggage is returned to the Board or staff member.

6.5 Payment -Where NCRB staff has made and confirmed lodging reservations, payment shall be made directly by NCRB staff. Where Board Members and staff have made reservations, whether by credit card or check, the Board or staff member shall be reimbursed for the cost of the lodging.

Requests for reimbursement shall be made on the *Authorized Travel Reimbursement Form*, attached hereto as Exhibit B. which shall be signed under the pains and penalties of perjury, and with which shall be submitted original itemized receipts for all expenses. The *Authorized Travel Reimbursement Form* shall be submitted no later than thirty (30) days from the last day of the authorized travel, and no sooner than the day following the last day of authorized travel.

6.6 The NCRB shall not reimburse Board or staff members for the lodging costs incurred or occasioned by a spouse, relative, friend or other individual accompanying a Board or staff member on authorized travel.

7.0

Miscellaneous Expenses

7.1 Telephone Expenses -The NCRB shall reimburse Board or staff members for one personal call per day while Board or staff members are on authorized travel involving overnight stays, and shall reimburse for telephone calls related to the business of the NCRB.

7.2 Internet Connections Charges -The NCRB shall reimburse Board or staff members while on authorized travel for Internet connection charges for Internet access related to the business of the NCRB.

7.3 Fax/Copying -The NCRB shall reimburse Board or staff members while on authorized travel for fax, copying and other charges related to the business of the NCRB.

8.0

Method of Payment and Reimbursement

8.1 Reimbursement by the NCRB to Board Members and staff for expenses incurred during authorized travel shall be made only after submission of the *Authorized Travel Reimbursement Form*, which shall be signed under the

pains and penalties of perjury, and with which shall be submitted original itemized receipts for all expenses. Reimbursement shall be by check only to the Board or staff member.

8.2 The NCRB, in making payment for conference, seminar and program registration fees, and in making travel and lodging reservations, and payments for each, shall be permitted to use a credit card issued to the NCRB as provided in Section 9.0.

8.3 Cash advances for anticipated expenses are prohibited.

8.4 Reimbursement for expenses incurred during authorized travel shall be made only to the individual Board Member or staff member who incurred the expense.

8.5 Undocumented, unapproved and expenses not incurred in conformance with these regulations shall be rejected or adjusted to the degree such are in conformance.

9.0

NCRB Credit Card

9.1 The NCRB shall be permitted to have issued in its name a single credit card, with all billings for usage thereof billed to the NCRB office.

9.2 The NCRB credit card shall be used solely by the NCRB staff charged with making reservations and payments as provided in Section 8.2 of these regulations, and solely for the purposes set forth in Section 8.2 of these regulations. The NCRB credit card shall not be used by individual members of the NCRB. Original receipts for credit card charges shall be received and kept on file by the NCRB offices. Absent such original receipts, reimbursement for the items charged shall be made by the individual incurring the charge.

9.3 Personal and everyday use of the NCRB credit card is prohibited.

10.0

Payments or Reimbursements for Expenses by Third Parties

10.1 Payment to or receipt by a Board or staff member of any thing of substantial value directly or indirectly from any person, firm or partnership or other entity which may be reasonably expected to seek to do business with or is seeking to do business with or is presently doing business with the NCRB, or any person firm or other entity that solicits or makes referrals or which may be reasonably expected to solicit or make referrals of any client on behalf of such a person, firm, partnership or other entity, is prohibited.

10.2 Speaking Engagements -Where a Board or staff member participates in a legitimate speaking engagement sponsored, promoted, organized and/or presented by a third party, the NCRB shall pay all costs and expenses of its Board or staff members related to such speaking engagement, provided

that the Board or staff member complies with all of the travel regulations of the NCRB. The NCRB may accept reimbursement for such travel-related expenses of a Board or staff member from the third party, as follows:

- a. Acceptance of an honorarium or any other form of compensation is strictly prohibited.
- b. To be considered a legitimate speaking engagement, the presentation must be formally scheduled on the agenda of a conventions, conference or program.
- c. The speaking engagement must be scheduled in advance of the Board or staff member's arrival at the event.
- d. The presentation must be before an organization that would normally have outside speakers address them at such an event.
- e. The presentation cannot be perfunctory, but should significantly contribute to the event, taking into account such factors as the length of the speech or presentation, the size of the audience, and the extent to which the speaker is providing substantive or unique information or viewpoints.
- f. The NCRB can be reimbursed by a third party for expenses only to the extent necessary for making the speech or presentation.
- g. Under no circumstances can a Board or staff member receive reimbursement or any other payment or compensation from a third party.

11.0

Miscellaneous

11.1 These regulations are promulgated pursuant to the provisions of M.G.L. c. 32, §21(4), and shall be interpreted consistent with the provisions of 840 CMR 17.00 and M.G.L. c. 268A.

11.2 Violations of these regulations shall be addressed in conformance with applicable provisions of 840 CMR 17.00 and M.G.L. c. 268A.